



**Independent Audit and Performance Commission
Wednesday, September 11, 2019, 3:00 PM
City Hall, City Manager's Conference Room, 1st Floor East
255 W Alameda St
Tucson, Arizona 85701**

Legal Action Report

1. Call to Order/Roll Call: 3:00 PM

COMMISSION MEMBERS PRESENT: Jeff Singleton, Vice Chairperson (Mayor); Mark Crum (Ward 2); Lydia Hunter (Ward 3); Brian Andrews (Ward 4)

COMMISSION MEMBERS ABSENT/EXCUSED: Dennis Woodrich, Chairperson (Ward 1)
Eddie Rios (Ward 5)
Ward 6 (Vacant)

A quorum was established. Vice Chairperson Singleton chaired the meeting in Chairperson Woodrich's absence.

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Joyce Garland, Chief Financial Officer / Assistant City Manager; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor

2. Suggested Ground Rules for Boards, Committees, and Commissions (BCC) Meetings and Robert's Rules of Order

Principal Internal Auditor Robert Kulze made a report to the commission about the City Clerk's suggested ground rules for conducting BCC meetings and Robert's Rules of Order for conducting business. No action was taken.

3. Approval of the July 10, 2019 IAPC Meeting Minutes

It was moved by Commissioner Crum, duly seconded and carried by a voice vote of 4 to 0, to approve the minutes.

4. Staff Update

Chief Financial Officer / Assistant City Manager Joyce Garland provided an update to the commission and fielded and answered questions. No action was taken.

5. Discussion of a Request from the City Manager's Office

Vice Chairperson Jeff Singleton introduced a memorandum from the City Manager's Office requesting that the commission conduct an appraisal the City's purchase card (pCard) program. Vice Chairperson Singleton appointed a subcommittee to conduct the appraisal. The members of the subcommittee were identified as: Commissioner Woodrich (Subcommittee Chairperson), Commissioner Hunter, and Commissioner Andrews. No action was taken.

6. Discussion of Requests from Mayor and Council

Vice Chairperson Singleton introduced requests received from Commissioner Woodrich from Ward 1. Ms. Garland fielded and answered questions. Vice Chairperson Singleton requested that the items be considered for discussion at future meetings of the IAPC. Commissioner Andrews provided a request from his appointing council member (Ward 4) to look at the medical self-insurance fund as the commission is able. Commissioner Andrews suggested that, since this fund is so new, it might be something to review after more time has passed. Commissioner Hunter said that the medical self-insurance fund is an item that her appointing council member (Ward 3) had also suggested. Commissioner Hunter agreed that the fund is too new to be addressed right now, but would be appropriate to review. Vice Chairperson Singleton suggested that the commission give that program some time in order to have sufficient information to evaluate. No action was taken.

7. Request to Review the City's Public Records Request Process

Commissioner Crum asked Mr. Kulze to provide some background about this item, which Mr. Kulze provided. Commissioner Crum made a motion, duly seconded, that this commission invites a representative from the City Clerk's Office for a discussion of the City's public request process. Commissioner Crum read from a list he had prepared of suggested questions for discussion. The motion was carried by a voice vote of 4 to 0.

8. Report about the "A" Mountain Landfill

Commissioner Eddie Rios was not present and therefore, a report to the commission about the "A" Mountain Landfill was not made. Vice Chairperson Singleton noted that there was a tabled motion on this item from the IAPC's July meeting and suggested another vote on that motion to take it off the table. Mr. Kulze noted that the tabled motion would expire at the end of today's meeting. Vice Chairperson Singleton stated that he didn't think anything was necessary. Commissioner Crum requested that this item remains on a future agenda.

9. Report about Franchise Fees

Commissioner Andrews made a report to the commission about the Arizona Revised Statutes and other guidelines relating to franchise fees and asked if there would be interest from the commission to review the information and continue the discussion at a future meeting. Commissioner Crum spoke about

his plans for this item as a taxpayer. Vice Chairperson Singleton suggested that the commissioners review the information that was presented and perhaps this could be a brief discussion topic at a future meeting to see if there is any interest in taking a deeper look at the fees. No action was taken.

10. Report about IAPC Reports Available on the City's IAPC Webpage

Mr. Kulze made a report to the commission about the reports that are available on the City's IAPC webpage. The list of reports that are available has been updated with the reports issued within the last two years. No action was taken.

11. Call to the Audience

No one spoke.

12. Future Agenda Items

- Discussion of Public Records Requests
- Report about the "A" Mountain Landfill
- Discussion of Government Property Lease Excise Tax Abatements
- Discussion of a Living Wage
- Review of the City's Financial Policies
- Review of the City's Medical Self-Insurance Fund
- Review of the City's Contract with OB Sports
- Review of the City's Contract with SMG
- Review of the City's Contract with Groundskeeper
- FY 2020 Internal Audit Plan – Second Quarter Update
- Report from the Purchase Card Program Subcommittee

13. Adjournment – 4:10 PM

The next regularly scheduled meeting of the IAPC will be held on Wednesday, October 2, 2019, at 3:00 p.m. in the City Manager's Conference Room, City Hall, 1st Floor East, 255 West Alameda, Tucson, Arizona.